

# SANTA FE COUNTY

Ordinance No. 1988-15

632399

ESTABLISHING A MERIT PERSONNEL SYSTEM AND UNIFORM PERSONNEL PROCEDURES; AUTHORIZING THE ISSUE OF PERSONNEL RULES AND REGULATIONS BY RESOLUTION; AND REPEALING ORDINANCE NO. 1983-9, AND ALL AMENDMENTS THERETO.

BE IT ORDAINED BY THE BOARD OF COUNTY COMMISSIONERS OF SANTA FE COUNTY:

Section 1. TITLE.--This Ordinance shall be known as the Santa Fe County Personnel Ordinance.

## Section 2. POLICY.

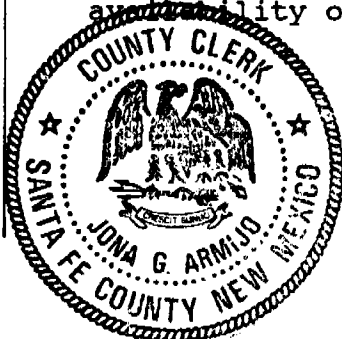
A. Employment, classification and promotion in County government shall be based on merit and fitness, free of personal and partisan political considerations.

B. An equitable pay and incentive plan shall be established and maintained to promote efficiency and economy in the operation of County government.

C. Positions having similar duties and responsibilities shall be classified on a uniform basis.

D. Actions requiring the application of merit principles shall be based on evaluations of work performance.

E. Continued employment with the County shall be subject to good behavior, ability to perform required duties, the satisfactory performance of work and the availability of funds.



665,137  
COUNTY OF SANTA FE )SS  
STATE OF NEW MEXICO  
Witness my Hand and Seal of Office  
Jona G. Armijo  
County Clerk, Santa Fe County, N.M.

I hereby certify that this instrument was filed to record on the 28 day of NOV. A.D., 1988 at 4:17 o'clock P. and was duly recorded in book 632 page 399-400 of the records of Santa Fe County.

Joyce Medina

Deputy

1 F. The Personnel System, as established by  
2 Ordinance and Personnel Rules and Regulations adopted  
3 hereunder, and as administered in accordance herewith,  
4 shall conform to this policy.

5 G. All classified employees of the County, shall  
6 be covered by the provisions of this Ordinance. All  
7 exempt employees of the County as enumerated in Section 5  
8 (C) shall be covered by specified section of the Personnel  
9 Rules and Regulations as enumerated therein.

10 H. Any employee of the County who violates or  
11 attempts to violate this Ordinance or any Rules and  
12 Regulations adopted hereunder shall be subject to  
13 appropriate disciplinary action.

14 Section 3. PERSONNEL ADMINISTRATION. -- The County  
15 Manager shall appoint a Personnel Director, with the con-  
16 currence of the Board of County Commissioners. The Person-  
17 nel Director, under the supervision of the County Manager,  
18 shall administer the Personnel System provided by this  
19 Ordinance, the Personnel Rules and Regulations adopted  
20 hereunder and other applicable laws. Under this authority,  
21 the County Manager and Personnel Director shall:

22 A. Recommend to the Board of County Commissioners  
23 such new or revised Personnel Rules and Regulations as  
24 deemed necessary or desirable.

25 B. Administer and maintain the Personnel System

1 and Personnel records. The Personnel records shall  
2 include, but not be limited to, the name of the employee,  
3 department, status or condition of employment, occupation  
4 or job classification and rate of pay, annual leave  
5 benefits, leave without pay and sick leave benefits. Leave  
6 status shall be maintained for all employees of the County.  
7

8 C. Recommend to the Board of County Commissioners  
9 procedures for the recruitment, compensation, counseling,  
10 promotion, training, discipline and any and all related  
11 aspects of personnel management for all County employees.

12 D. Recommend to the Board of County Commissioners  
13 a system for evaluating work performance. Evaluations  
14 shall be considered in determining questions of  
15 promotion, merit increases, order of lay off and  
16 disciplinary action.

17 E. Recommend to the Board of County Commissioners  
18 supplemental Rules and Regulations as necessary for the  
19 effective Administration or interpretation of this  
20 Ordinance.

21 1. Department Heads and Elected Officials  
22 may supplement the Rules and Regulations for their  
23 respective departments or offices when such supplements  
24 extend provisions of the Personnel Rules and Regulations,  
25 and such supplements are not in conflict with the intent  
and purpose of the Personnel Rules and Regulations. Such

1 regulations must be approved by the County Manager prior to  
2 issuance.

3 Section 4. AUTHORITY TO ADOPT PERSONNEL RULES AND  
4 REGULATIONS. -- The Board of County Commission is hereby  
5 authorized to adopt, by resolution, Personnel Rules and  
6 Regulations which further define the employment  
7 relationship between Santa Fe County and its employees.

8 Section 5. CLASSIFIED AND EXEMPT POSITIONS.

9 A. All employees in the County service shall be  
10 divided into classified and exempt position categories,  
11 except that members of Boards, Commissions, Committees,  
12 Agencies and Authorities who are not employees of the  
13 County shall not be included in either category.

14 B. Classified positions shall be comprised of  
15 County employees except those who are specifically all  
16 placed in the exempt category as provided by this  
17 Ordinance.

18 C. Exempt positions are as follows:

19 1. Officials elected by popular vote or  
20 appointed to fill vacancies in elective offices, including  
21 the positions of County Commissioner, County Assessor,  
22 County Clerk, County Sheriff, County Surveyor, County  
23 Treasurer and Probate Judge.

24 2. The County Manager and the following  
25 Heads of Departments or offices:

- (a) Finance Director
- (b) Medical Indigent Claims Director
- (c) Public Works Director
- (d) Land Use and Code Administrator
- (e) General Services Director
- (f) Personnel Director
- (g) Detention Director

3. Positions in elective offices,  
appointed by the respective Elected Official:

- (a) Chief Deputy County Assessor
- (b) Chief Deputy County Clerk
- (c) Bureau of Elections Deputy County Clerk
- (d) Chief Deputy to the County Sheriff
- (e) Executive Secretary/Office Manager in the County Sheriff's Office
- (f) Chief Deputy County Treasurer

4. Employees of a professional, technical or scientific nature who are Contractual, Temporary or Term.

5. Any other Heads of Departments that are declared to be exempt by the Board of County Commissioners.

6. Executive Secretary to the County Manager.

7. Employees hired on a temporary basis for the Summer Youth Program.

1 D. Those positions which are exempt shall be  
2 entitled to all rights and privileges as enumerated in the  
3 Personnel Rules and Regulations adopted hereunder.

4 Section 6. EMPLOYMENT WITH COUNTY.

5 A. Exempt positions enumerated in Sections 5(C)2  
6 and 5(C)5 above shall be filled by appointment and serve  
7 at the pleasure of the Board of County Commissioners.

8 B. Elected Officials may only hire persons  
9 in accordance with the requirements of this Ordinance and  
10 Personnel Rules and Regulations. Department Heads may only  
11 hire persons in accordance with the requirements of this  
12 Ordinance and Personnel Rules and Regulations, and with the  
13 prior approval of the County Manager.

14 C. All County employees, or persons seeking  
15 admission to county employment, shall not be appointed,  
16 promoted, demoted, removed or in any way favored or dis-  
17 criminated against because of political affiliation, race,  
18 sex, age, color, creed, national or ethnic origin or  
19 ancestry.

20 D. Personnel Rules and Regulations adopted under  
21 authority of this Ordinance shall include but not be limit-  
22 ed to: regulations pertaining to the classification of all  
23 County positions based on the duties, authority and respon-  
24 sibility of each position with adequate provision for  
25 reclassification; assignment and transfer of any person

1 whenever warranted by the needs of the County; a pay plan  
2 for all County positions; methods for determining the merit  
3 and fitness of candidates for appointment or promotion;  
4 procedures for the reduction in force and termination of  
5 employees; the hours of work; attendance and leave;  
6 termination of employees who are unable to perform their  
7 duties; in-service training programs; and other practices  
8 and procedures deemed necessary for the efficient opera-  
9 tion of Santa Fe County Personnel System.

10 Section 7. CANDIDATE FOR PUBLIC OFFICE.

11 Employees of the County, whether exempt or classified, but  
12 not including Elected Officials as enumerated in Section  
13 5(C)1 above, who become a candidate for State, Federal,  
14 Municipal or County office, must, upon filing a declara-  
15 tion of candidacy or accepting the nomination, take a leave  
16 of absence from their position in County service. Such  
17 leave of absence shall be for thirty (30) calendar days  
18 immediately prior to the primary election, and for thirty  
19 (30) calendar days immediately prior to the general  
20 election, and the leave may be charged to accrued annual  
21 leave.

22 Section 8. HEARING OFFICER.

23 A. The Board of County Commissioners shall appoint  
24 a Hearing Officer who will be authorized to decide all  
25 matters which are assigned to him. The Hearing Officer

1 shall not be an employee or an Elected Official of Santa Fe  
2 County. The Hearing Officer shall possess the integrity  
3 and impartiality to promote and protect the best interests  
4 of the County and its employees. The services of the  
5 Hearing Officer shall be procured by contract. The  
6 Hearing Officer shall have the power to require the pres-  
7 ence during the hearing process of employees as he deems  
8 necessary.

9 B. The Board of County Commissioners shall adopt  
10 Rules and Regulations governing appeals as authorized  
11 herein. The Hearing Officer shall hear employee appeals  
12 relating to all grievances and disciplinary action in-  
13 cluding but not limited to suspensions, demotions, termi-  
14 nations and working conditions. The decisions of the  
15 Hearing Officer shall be final.

16 1. Hearings on appeals from disciplinary  
17 actions, suspensions, demotions and termination shall be  
18 held by the Hearing Officer pursuant to Personnel Rules and  
19 Regulations adopted pursuant to this Ordinance.

20 2. Hearings on appeals must be made in  
21 writing to the Personnel Director regarding working  
22 conditions applicable to the appealing employee and may be  
23 requested through the employee's Department Head or  
24 Elected Official. The County Manager will review such  
25 appeal, recommend such action as he may determine and



1 notify the appropriate authority and the employee of his  
2 decision or recommendation.

3 Section 9. ANNUAL REVIEW -- The Personnel Ordinance  
4 shall be subject to annual review by the Board of County  
5 Commission.

6 Section 10. SEVERABILITY -- Should any section,  
7 subsection, paragraph, sentence or part hereof be declared  
8 unconstitutional or invalid, the same shall not invalidate  
9 any other part or portion of this Ordinance, it being the  
10 intent of the Board of County Commissioners to enact each  
11 section, subsection, paragraph, sentence and part hereof  
12 independently of every other part.

13 Section 11. REPEAL.-- Upon the effective date of this  
14 Ordinance, Santa Fe County Ordinance No. 1983-9 and all  
15 amendments thereto shall be repealed.

16 Section 12. EFFECTIVE DATE. -- The provisions of the  
17 Santa Fe County Personnel Ordinance shall be in full force  
18 and effective thirty (30) days after it has been duly  
19 recorded by the County Clerk as required by Section 4-37-1  
20 NMSA 1978.

632408

1 Adopted by the Governing Body of Santa Fe County  
2 this 14<sup>th</sup> Day of November, 1988.  
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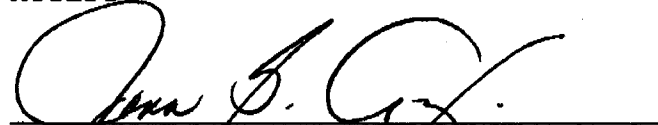
4 BOARD OF COUNTY COMMISSIONERS

5   
6 Antonio F. Ortega, Chairman  
7

8 Approved as to legal form and sufficiency:  
9 Campos and Sanchez P.A.

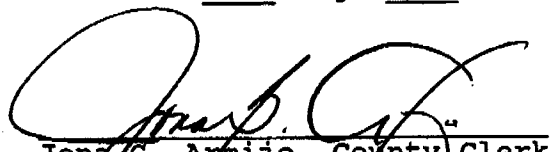
10 Daniel R. Sanchez  
11 County Attorney  
12

13 ATTEST:

14   
15 JONA G. ARMIJO, COUNTY CLERK  
16

17 CERTIFICATE

18 I, the undersigned County Clerk, do hereby certify that the  
19 above is the Ordinance which was duly adopted by Santa Fe  
20 County Board of County Commissioners at a regular meeting  
21 duly convened on November 14 1988, which  
22 Ordinance is recorded in Ordinance Book 632 Page 399-408

23   
24 Jona G. Armijo, County Clerk  
25